

# AMENDMENT GUIDANCE

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## CONSOLIDATED RESOURCE PLAN ANNUAL UPDATE 2004-2005

Submit an original and four copies of the Amendment to:

Consolidated Resource Plan Team  
Attention: Sheila Galamaga  
Office of School Improvement and Support Services – 6<sup>th</sup> Floor  
Rhode Island Department of Education  
255 Westminister Street  
Providence, Rhode Island 02903

## **AMENDMENT GUIDANCE – CONSOLIDATED RESOURCE PLAN**

### **When is an amendment required?**

An amendment of an approved Consolidated Resource Plan (CRP) is required to:

- ◆ apply for additional funds;
- ◆ move funds from one budget series to another;
- ◆ make any changes in the budget summary; or
- ◆ make changes in approved program activities.

### **Who develops amendments?**

Consistent with the intent and purposes of consolidation, it is imperative that amendments of the CRP be developed through a shared community wide process, involving the broad base of staff and others who participated in the development of the original Consolidated Plan.

### **When will amendments be accepted?**

### **NEW---PLEASE NOTE!**

Amendments of approved CRPs will be accepted for review during two specific time periods: September 1, 2004 – October 29, 2004. The second amendment window will be announced at a later date Amendments will be reviewed only if all final federal fiscal reports for 2003-04 have been submitted to RIDE.

### **What is the format for amendments?**

The amendment request must include:

- ◆ a **letter** signed by the superintendent, summarizing proposed changes, with a list of those staff and others who participated in developing the amendment;
- ◆ amended **Cover Pages**, if changing the amount of any program award;
- ◆ amended **Program Narrative pages**, if adding or deleting any program activities;
- ◆ amended **Budget Detail pages**, if changing any budget series amounts;
- ◆ amended **Budget Summary pages**, if changing any budget amounts; and,
- ◆ an **Increase-Decrease** page for each program budget that is amended.

If any part of a page is being changed, complete the entire page and clearly mark and date it AMENDED. It will replace the page that was originally submitted and approved.

### **When do amendments go into effect?**

Written approval from the Department of Education, in the form of either an amended grant award or a letter, is required before proposed changes may be implemented.

**This guidance and the attached Increase-Decrease form are available at [www.ridoenet.net](http://www.ridoenet.net).**

## **CONSOLIDATED RESOURCE PLAN**

### **Office of Finance Contacts**

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- ❑ David Luther [dluther@ride.ri.net](mailto:dluther@ride.ri.net) 222-4600; ext. 2417

### **Program Contacts: NCLB – No Child Left Behind Act**

- ❑ Title I – Part A, Targeted Assistance and Schoolwide Programs  
Contact: Janet Carroll [ride0046@ride.ri.net](mailto:ride0046@ride.ri.net) 222-4600; ext. 2143  
Janice Stavros [ride1508@ride.ri.net](mailto:ride1508@ride.ri.net) 222-4600; ext. 2207  
Colleen Hedden [rid00897@ride.ri.net](mailto:rid00897@ride.ri.net) 222-4600; ext. 2453
- ❑ Title II-Part A – High Quality Teachers and Principals  
Contact: Steven Olsen [rid00896@ride.ri.net](mailto:rid00896@ride.ri.net) 222-4600; ext. 2270
- ❑ Title II-Part D – Technology  
Contact: Bill Fiske [fiske@ride.ri.net](mailto:fiske@ride.ri.net) 222-4600; ext. 2130
- ❑ Title III – Language Instruction-LEP and Immigrant Children  
Contact: Maria Lindia [mflindia@ride.ri.net](mailto:mflindia@ride.ri.net) 222-4600; ext. 2103  
Susan Rotblat-Walker [srwalker@ride.ri.net](mailto:srwalker@ride.ri.net) 222-4600; ext. 2203
- ❑ Title IV –Safe and Drug Free Schools and Communities Program  
Contact: George McDonough [mcgeorge@ride.ri.net](mailto:mcgeorge@ride.ri.net) 222-4600; ext. 2372  
Jackie Ascrizzi [ascrizzi@ride.ri.net](mailto:ascrizzi@ride.ri.net) 222-4600; ext. 2362
- ❑ Title V – Innovative Programs  
Contact: Steven Olsen [rid00896@ride.ri.net](mailto:rid00896@ride.ri.net) 222-4600; ext. 2270
- ❑ Even Start Family Literacy Program  
Contact: Robert Mason [ride1555@ride.ri.net](mailto:ride1555@ride.ri.net) 222-4600; ext. 2180

**Program Contacts: IDEA – *Individuals with Disabilities Education Act***

- ❑ Barbara Burgess [bburgess@ride.ri.net](mailto:bburgess@ride.ri.net) 222-4600; ext. 2363  
Barrington, Bristol-Warren, Newport, Newport County Special Education
  - ❑ Kim Carson [rid03265@ride.ri.net](mailto:rid03265@ride.ri.net) 222-4600; ext. 2336  
Chariho, Warwick, West Warwick, Kingston Hill Academy, Compass, CVS Highlander, and Paul Cuffee Charter Schools
  - ❑ Amy Cohen [abcohen@ride.ri.net](mailto:abcohen@ride.ri.net) 222-4600; ext. 2408  
Exeter-W. Greenwich, Narragansett, New Shoreham, S. Kingstown
  - ❑ Tom Dipaola [tdipaola@ridoe.net](mailto:tdipaola@ridoe.net) 222-4600; ext. 2301
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East Greenwich, Jamestown
  - ❑ Sally Arsenault [sally@ride.ri.net](mailto:sally@ride.ri.net) 222-4600; ext. 2315  
Providence, N. Kingstown, RI School for the Deaf, Met Career-Technical Center, Textron/Chamber of Commerce, Times2 Academy
  - ❑ J. David Sienko [rid13249@ride.ri.net](mailto:rid13249@ride.ri.net) 222-4600; ext. 2216  
Coventry, Cranston, Northwest Special Education Region, Davies Career-Technical School, Adult Correctional Institution, RI Training School, NE Laborers/Cranston Charter School
  - ❑ Susan Wood [rid00870@ride.ri.net](mailto:rid00870@ride.ri.net) 222-4600; ext. 2014

Burrillville, Central Falls, N. Smithfield, Smithfield, Woonsocket

□ Ina Woolman [iwoolman@ride.ri.net](mailto:iwoolman@ride.ri.net) 222-4600; ext. 2318

Cumberland, Johnston, Lincoln, N. Providence, Pawtucket, Blackstone  
Academy, and International Charter Schools



District\_\_\_\_\_

Date of Amendment \_\_\_\_\_

**AMENDMENT INCREASE-DECREASE FORM**

\_\_\_\_\_Program

Series	Budget Currently Approved	Increase(Decrease)	Amended Budget	Justification-brief description of reason for changing the budget
Salaries (Series 100)				
Fringe Benefits (Series 200)				
Purchased Services (Series 300)				
Supplies/Materials (Series 400)				
Other (Series 600)				
<u>SUBTOTAL</u>				
Indirect Costs @ _____ %				
Equipment (Series 500)				
<u>TOTAL</u>				

